

Approved For Release 2004/05/05 : CIA-RDP55-00110A000200030013-7

**Security Information**

MEMORANDUM FOR: The Director of Training

THROUGH : The Deputy Director of Training (General)

SUBJECT : Agency Training Requirements for Fy 1954 and  
Fy 1955

REFERENCES : A. Memorandum to Office Heads and Staff Chiefs from D/TR; subject, Training Requirements for Fy 1954 and Fy 1955, dated 29 April 1953. (Attached hereto at Tab Ref.)

B. Office Responses to O/TR Request for Training Requirements. (Attached hereto in separate folder.)

1. Attached hereto (under Tab A) is a compilation of Agency training requirements for Fy 1954 and Fy 1955. This compilation is based upon Reference B, and consists of three summary sheets and breakdown sheets, enclosures 1-11, for each category of training program.

2. The compilation is preliminary and provisional. Follow-up action will be required through the Training Liaison Officers to clarify some of the requirements and make them precise enough to translate into costs for budget and into programs for planning purposes. This action will be undertaken initially at the three group TLO meetings scheduled for 15 and 16 June.

3. In collaboration with the Chiefs, Programs Division, Language Services Division, Management Training Division, and with the Support Staff, S/PP will use the compilation to arrive at the TR(G) budget estimate and to develop training programs to meet the requirements submitted. Copies of the compilation are being furnished to Division Chiefs of TR(G) and Support Staff for these purposes.

Document No.

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: 48 S

**Chief, Plans & Policy Staff**

DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1133

Auth: DDA REG. 77/2105

Date: 020378 By: \_\_\_\_\_

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Approved For Release 2004/05/05 : Security Information  
 REF ID: A6600200030013-7